

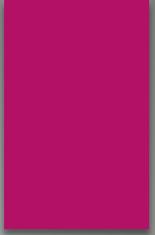
Information and Telecommunication Systems Executive Steering Committee

Mr. Mark Raymond
Chief Information Officer
Committee Chairperson

July 3, 2014
Meeting Minutes



MEMBERSHIP Present



- ▶ Mark Raymond, Chair, CIO, DAS
- ▶ John Vittner, Director, OPM
- ▶ Melody Currey, Commissioner, DMV
- ▶ Kevin Sullivan, Commissioner, DRS
- ▶ Catherine Smith, Commissioner, DECD
- ▶ James Spallone, Deputy Secretary of the State, designee for The Honorable Denise Merrill, Secretary of the State
- ▶ Others Present: Angela Taetz, DAS, Chuck Hoadley, DAS, Kelly Dillon, DAS, Presenters: Robert Swartz and Bill Gardner, Connecticut Interactive
- ▶ Members Absent: Bill Rubenstein, Commissioner, DCP

Meeting Minutes

- ▶ Mark Raymond starts the meeting @ 1:08pm
- ▶ Meeting minutes from the 07/03/14 meeting were approved
- ▶ Old Business –
 - ▶ CI is moving forward with new corporate offices which will be located at One Constitution Plaza.
 - ▶ CI has ten permanent staff and four and a half contractor and 2 temporary.
 - ▶ Resourcing effort and overall project duration – refer to handout. Divided into three sections for each quarter - Project Management (PM), Design, Development.
 - ▶ Committee members would like to see the projects listed out individually so that they have a clearer picture as to where the resources are being used.
 - ▶ Review of OPM fees – OPM needs more information on the fees that CI is proposing, whether it's per transaction fee or a percentage based fee. OPM is asking that this be part of the process that CI has with the agencies. There needs to be a consistency on how credit card fees are handled over time and across agencies.
 - ▶ CT.gov design update – phase release one is estimated to be January 2014.
 - ▶ Agency involvement is crucial in any future IT plans.

Meeting Minutes- Cont.

- ▶ New Business
 - ▶ Assess new Project Summaries or Statements of Work – None to review.
 - ▶ Monthly Report – refer to handout –
 - ▶ conducted initial focus group testing in July
 - ▶ Usability Testing Plan – has been created and will be used for both projects
 - ▶ 39.6% of total traffic to CT.gov was state employees. CI to start including actual number in its monthly report.
 - ▶ Agency IT Strategy –
 - ▶ Agencies to give special consideration as to what their eGovernment needs are for the upcoming year. The plan can be approved either before or after it's submission to OPM by the eGovernment Committee
- ▶ Meeting adjourned at 2:33pm

Meetings

Meetings will occur on the first Thursday of every month @ 1:00pm @ 55 Farmington Avenue, Best Conference Room TBD

- ▶ 09/04/14
- ▶ 10/02/14
- ▶ 11/06/14
- ▶ 12/04/14